

Executive for Administration and Management

Executive Director

JUL 10 1947

Tentative Table of Organization for Services Branch

1. The attached tentative Table of Organization is approved for the Services Branch, Administration and Management.

2. The Table of Organization of the Central Records Division provides for messenger service for all offices of CIG with the exception of Office of Special Operations.

3. Please instruct the Personnel Branch to establish the classification grades with the Civil Service Commission.

4. Appointments and/or promotions to the tentative grades indicated in the attached T/O will be restricted to at least one grade lower for each position until such time as Civil Service Commission approval has been obtained for the classification grades.

5. Personnel ceilings are established by quarters as follows:

30 September 1947	
31 December 1947	
31 March 1948	
30 June 1948	

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Atch.

cc: Services Branch (1)
Pers. Branch A&M (2)
Budget & Fin. Br. A&M (1) ✓

EXECUTIVE DIRECTOR

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